

**DEPARTMENT OF THE AIR FORCE  
AIR FORCE FLIGHT STANDARDS AGENCY  
1535 COMMAND DRIVE, SUITE D-306  
ANDREWS AFB, MD 20762-7002**

**AT-M-07**

## **AIR TRAFFIC CONTROL TRAINING SERIES**



### **MANAGEMENT**

**CHIEF AIR TRAFFIC CONTROL AUTOMATION (CATCA)**

**QUALIFICATION TRAINING PACKAGE (QTP)**

**SEPTEMBER 2004**

## **FOREWORD**

**PURPOSE:** This publication is for use in the training of USAF air traffic controllers and is not intended to replace, substitute for, or supersede official regulations, procedures, or directives.

SANDRA SERAFIN, Col, USAF  
Director of Airfield Operations

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OPR: HQ AFFSA/XAOT  
Distribution: F

## **PACKAGE DESCRIPTION**

- *Chief, Air Traffic Control Automation (CATCA) Qualification Training Package* instructional document and JQS.

## **INSTRUCTIONS FOR THE TRAINER**

- Explain training package to the trainee.
- Detach Job Qualification Standard Continuation/Command JQS (AF IMT 797) and place in AF Form 623.
- Ensure all Training References (TRs) are available.
- Answer any questions the trainee may have.
- Monitor trainee progress and document completion on JQS as required.

## **INSTRUCTIONS FOR THE TRAINEE**

- Ensure the trainer explains how to complete this training package.

## **CORRECTIONS TO “AT” TRAINING SERIES**

- After completing this package, send recommendations, suggestions, or corrections using the attached Training Completion Survey or send in an email to HQ AFFSA at [AFFSA.XAOT@andrews.af.mil](mailto:AFFSA.XAOT@andrews.af.mil). Inputs provide valuable feedback enabling HQ AFFSA/XAOT to provide its customers the best possible training materials. Inputs can also be mailed to the following address:

HQ AFFSA/XAOT  
1535 COMMAND DRIVE, SUITE D-306  
ANDREWS AFB, MD 20762-7002

Also remember to browse the HQ AFFSA/XA Homepage for information on current training news and products. The Internet address is <https://wwwmil.andrews.af.mil/AFFSA/affsa.htm>.

## PREFACE

The *Chief, Air Traffic Control Automation (CATCA) Qualification Training Package* is an instructional document designed for use at the unit level to qualify an individual as Chief, Air Traffic Control Automation (CATCA) and/or Assistant CATCA (ACATCA). It is composed of training objectives, references, a Chief, Air Traffic Control Automation Job Qualification Standard Continuation/Command JQS (AF IMT 797), and learning text to provide the trainer and trainee a clear path on how to achieve the stated objectives.

Prior to beginning this training package, ensure the Chief, Air Traffic Control Automation Job Qualification Standard Continuation/Command JQS (AF IMT 797) at the end of this QTP is printed and entered into the individual's AF Form 623.

This QTP was developed with the goal of allowing the trainer to see Air Force training not only from a quality perspective, but also as a process of teaching adults how to perform specific tasks. Training objectives transition from theoretical concepts to realistic application. The following time requirements are suggested for completion of this document:

### Recommended Training Times

Module #	Module Title	CATCA Exp.w/o	CATCA Exp.
Module 1	Workcenter Operations	5 Days	10 Days
Module 2	Personnel Management	5 Days	5 Days
Module 3	Administration	15 Days	15 Days
Module 4	Training	15 Days	20 Days
Total Recommended Completion Time		40 Days	50 Days

Each section of AT-M-07 contains specific objectives to measure for each task item listed in the attached JQS. Standards necessary to complete CATCA qualification remain constant throughout the document. Minimal assistance is considered a subjective standard, its use is intentional allowing each facility to inject the amount of mentoring necessary to groom controllers as CATCAs. Upon completion of each training objective, document the completion date and continue to the next training section.

Tasks do not have to be completed in order or by sections. All personnel in CATCA or ACATCA training must complete this QTP. Training should start not later than appointment to the position and be completed within 6 months of initial assignment in accordance with (IAW) AFI 13-203. Each task objective specifies what behavior is to be exhibited, the conditions under which the behavior will be accomplished, and the minimum standard of performance. Each task objective establishes minimum training requirements.

For a controller to be considered a qualified CATCA or ACATCA, the trainee must be trained on all applicable items. All tasks contained in this QTP require certification by a qualified task certifier. In "one-person shops" (e.g., CATCA has PCSd and a new CATCA has just been assigned) other staff members who have completed task certifier training and have previously been certified in the CATCA position should be the first choice to task certify completion of the training tasks. When this is not possible, MAJCOM or HQ AFFSA CATCA qualified personnel who have completed task certifier training should certify tasks in the applicable section of the local JQS. Personnel previously certified as a CATCA/ACATCA will have their JQS evaluated to ensure all applicable JQS tasks for the new duty location have been completed.

As stated above, this QTP is divided into four sections. Each section is applicable to a specific function of the CATCA. To qualify as a CATCA or ACATCA, all sections must be completed. In addition to the requirements contained in AFI 36-2201, Chapter 3, On-The-Job Training Responsibilities, accomplish the following:

**Work Project(s).** A work project is a performance task that must be completed, e.g., a written project, review of an LOP, etc. All applicable work project items shall be completed IAW local directives, e.g., written projects reviewed by the appropriate management personnel. All projects shall be retained until all CATCA training has been completed.

Train and qualify controllers to the GO/NO GO standard. "GO" means that the individual can perform the task without assistance, unless specified otherwise, and meets local requirements for accuracy, timeliness, and correct use of procedures.

**Documentation.** The trainer, IAW AFI 13-203, Chapter 11, shall conduct and document training (periodic) evaluations. Training evaluations shall be retained on all CATCA and ACATCA trainees until all training has been completed. Document task start and completion dates on the attach Chief, Air Traffic Control Automation Job Qualification Standard Continuation/Command JQS (AF IMT 797). When training is started on a task, enter the training start date (TSD). When training is complete, the trainer will enter the training completion date (TCD) and initial the trainer initials block. The trainee will initial in the trainee initials block when training is complete.

Air Force publications used to compile this workbook are:

AFMAN 36-2234 - *Instructional Systems Design*

AFI 13-203 - *Air Traffic Control*

AFI 13-204 - *Functional Management of Airfield Operations*

AFI 36-2201 - *Air Force Training Program Volumes 1-6*

CFETP 1C1X1 - *Air Traffic Control Operations Career Field Education and Training Plan*

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## SECTION ONE

### WORKCENTER OPERATIONS

#### 1. WORKCENTER OPERATIONS

##### 1.1 TASK: *Define CATCA/ACATCA Qualifications and Responsibilities*

JQS: 1.1

TR: AFI 13-203, Chap 2; AFMAN 36-2108, Attachments 7 and 49

**OBJECTIVE:** Explain minimum qualification requirements (skill level, automation experience, ratings, etc.) and time limits for completing JQS task items/obtaining facility certifications. Without assistance, explain in specific terms the broad range of responsibilities for the internal operation of the workcenter.

##### 1.2 TASK: *Establish Workcenter Equipment Checks and Monitoring Procedures*

JQS: 1.2

TR: AFI 13-203, Chap 5; Applicable System Operating Manuals

**OBJECTIVE:** IAW applicable directives, establish/revise/review procedures for workcenter periodic equipment checks and monitoring procedures. Without assistance, explain items that would be contained in a workcenter checklist. Using the applicable references, identify the minimum equipment checks to be accomplished.

**Work Project:** *Establish/Revise/Review workcenter equipment check and monitoring procedures*

##### 1.3 TASK: *Establish Procedures for Continuous Data Recording Operations*

JQS: 1.3

TR: AFI 13-203, Chaps 2 and 3; AFI 13-204, Chap 4; Applicable System Operator Manuals

**OBJECTIVE:** IAW applicable directives, establish/revise/review procedures for continuous data recorder (CDR) operations. As a minimum include:

- Procurement of recording medium
- CDR extractions
- Releasing of data
- Labeling and storage
- Incremental and full data backup
- Review and analyze CDR audit logs

**Work Project:** *Establish/Revise/Review procedures for CDR recorder operations*

- 1.4 TASK:** *Establish Workcenter Operating Requirements and Instructions*  
**JQS:** 1.4  
**TR:** AFI 13-203, Chaps 1 and 10; AFI 33-360 V1, Chap 3

**OBJECTIVE:** Identify and explain unique workcenter operating requirements (e.g., digital map updates, NAS, SDRs updates, software testing, security, service level priority, non-duty hour support, cleanup, etc.) for your workcenter. Discuss the different areas that CATCAs need to develop workcenter Operating Instructions (OI). Explain procedures involving other agencies/facilities that must be coordinated. With trainer guidance, develop an OI establishing a unique facility operating procedure for your workcenter. Submit to CATCA for review.

**Work Project:** *Develop a workcenter OI.*

- 1.5 TASK:** *Validate and Prepare Waiver Requests*  
**JQS:** 1.5  
**TR:** AFI 13-203, Chap 1

**OBJECTIVE:** Explain procedures for preparing workcenter waiver requests and recommended changes to publications. Explain the coordination process required to submit a waiver. With trainer assistance, review and revalidate existing workcenter waivers (as applicable) and evaluate workcenter operations for additional waivers needed. Using a scenario developed by your trainer, prepare a waiver request using guidance in AFI 13-203.

**Work Project:** *Prepare/Validate a waiver request.*

- 1.6 TASK:** *Plan and Coordinate Workcenter Exercise Support*  
**JQS:** 1.6  
**TR:** AFI 13-203, Chap 8

**OBJECTIVE:** Explain the coordination required with base exercise evaluators and ATC staff members for exercise support of the Automation workcenter. With trainer guidance and using appropriate references, formulate, coordinate, and implement a scenario that involves the workcenters participation in an exercise.

**Work Project:** *Plan and coordinate workcenter exercise support.*

- 1.7 TASK:** *Develop Workcenter Checklists*  
**JQS:** 1.7  
**TR:** AFI 13-203, Chap 2; Applicable System Operating Manuals

**OBJECTIVE:** IAW applicable directives, develop/revise/review workcenter checklists. Consider emergency actions and seldom used but critical procedures (e.g., system restoral, aircraft mishaps, database changes, etc.).

**Work Project:** *Develop/Revise/Review workcenter checklists.*



- 1.8 TASK:** *Develop Workcenter Ready Reference File(s)*  
**JQS:** 1.8  
**TR:** AFI 13-203, Chapter 2

**OBJECTIVE:** Explain the purpose and requirements for workcenter ready reference files (RRFs). IAW applicable directives evaluate current RRFs to ensure they contain the required information. Consider information that will provide ATCSSs with an immediate reference source to confirm data or obtain seldom used information.

**Work Project:** *Develop/Revise/Review RRF(s).*

- 1.9 TASK:** *Develop Procedures for Security of Workcenter*  
**JQS:** 1.9  
**TR:** AFI 13-203, Chap 2; Local Security Manuals

**OBJECTIVE:** Explain the requirements for type and location of security devices needed to safeguard automation assets. IAW applicable directives, develop/revise/review procedures to ensure that the automation workcenter operating area is secure.

**Work Project:** *Develop/Revise/Review procedures for security of automation workcenter*

- 1.10 TASK:** *Implement Security Procedures for Automated ATC Systems*  
**JQS:** 1.10  
**TR:** AFI 13-203, Chap 2; Applicable Version Description Document; Applicable System Operators Manual

**OBJECTIVE:** Identify the ATC systems supported by your facility's ATC Automation workcenter. Explain procedures for putting equipment on-line, taking equipment off-line, and what to do when computer resources are suspected of malfunctions due to tampering, abuse, or introduction of unauthorized software (i.e., viruses). Explain required coordination with the facility CCTLR and AOF/CC. Explain the purpose and retention requirements of the Applicable System Operators Manual. Explain reporting procedures for security occurrences and documentation of suspected security incidents. Explain information required when reporting suspected security incidents. With trainer guidance, explain the development of procedures to safeguard one of the supported automated ATC systems to include notification procedures in the event the system is withdrawn from service.

- 1.11 TASK:** *Develop and Implement Temporary Instruction(s) for the Workcenter*  
**JQS:** 1.11  
**TR:** AFI 13-203, Chap 2; AFI 33-360V1, Chap 3

**OBJECTIVE:** Explain the purpose, disposition of, and time limitations of workcenter temporary instructions. With trainer guidance, develop a temporary instruction for implementation in your automation workcenter.

**Work Project:** *Develop a Temporary Instruction for your workcenter.*

**1.12 TASK:** *Describe HATR/Mishap/Hazard Report Actions for the Workcenter*  
**JQS:** 1.12  
**TR:** AFI 13-203, Chap 3; AFI 13-204, Chap 4; AFI 91-202, Chaps 4 and 5;  
AFI 91-204, Chap 1

**OBJECTIVE:** Explain local workcenter procedures for notification and reporting of HATR, Aircraft Mishap, and Hazard Reports. Without reference, explain time limits and responsibilities for the proper safeguarding of ATC automation information and recording media (i.e., tapes and discs).

## SECTION TWO

### PERSONNEL MANAGEMENT

#### 2. PERSONNEL MANAGEMENT

**2.1 TASK:** *Plan and Develop a Workcenter Duty Schedule*

**JQS:** 2.1

**TR:** AFI 13-203, Chap 2

**OBJECTIVE:** Using a list of ATCSSs (as specified by your trainer), plan and develop a monthly workcenter duty schedule to cover hours of workcenter operation. As a minimum, include the following:

- Leaves
- TDYs
- Appointments
- Training
- On-call
- Mission Requirements

**Work Project:** *Develop a monthly workcenter duty schedule.*

**2.2 TASK:** *Ensure Automation Specialist Proficiency*

**JQS:** 2.2

**TR:** AFI 13-203, Chap 2 and 12

**OBJECTIVE:** Explain the development of procedures to ensure workcenter CATCAs/ATCSSs maintain automation proficiency in all tasks qualified in the workcenter. Explain local procedures for CATCAs/ATCSSs to maintain controller currency/proficiency in the radar facility. As a minimum, include minimum monthly position time requirements, tracking procedures, and actions taken if a CATCA/ATCSS fails to meet requirements.

**2.3 TASK:** *Evaluate Workcenter Manpower Standard*

**JQS:** 2.3

**TR:** AFI 13-204, Chap 2; AFMS 13E1; AFI 38-201, Chap 2; AFI 38-203, Chap 1

**OBJECTIVE:** Explain the purpose of Air Force Manpower Determinants (AFMD). Compare the current workcenter duty schedule to the current manpower standard of your workcenter to check for validity of the standard. Determine if a manpower authorization change request (MACR) is required and submit appropriate justification and documentation. Under direct supervision, demonstrate the ability to coordinate with local manpower personnel to compute and validate local manning requirements.

**Does not apply to ANG and AFRC.**

**Work Project:** *Prepare a manpower authorization change request.*

- 2.4    **TASK:**        *Review and Update Unit Manpower Document (UMD)*  
      **JQS:**         2.4  
      **TR:**         AFI 13-204, Chap 2; AFMS 13E1; AFI 38-201, Chap 2; AFI 38-203,  
                      Chap 1; AFI 38-204, Chap 1

**OBJECTIVE:** Explain the purpose and use of the UMD. Explain the difference between the UMD and the EUMD. Explain the different categories of information contained on the UMD. Review and compare the workcenter's UMD authorizations against the manpower standard for your workcenter and determine if requirements match authorizations. Explain the difference between an authorized grade and a required grade. Explain the local procedures for and demonstrate the ability to initiate personnel action (i.e., PC III) changes to the UMD as specified by the trainer. **Does not apply to ANG and AFRC.**

*Work Project: Update UMD*

- 2.5    **TASK:**        *Review and Update Unit Personnel Management Roster (UPMR)*  
      **JQS:**         2.5  
      **TR:**         AFI 13-204, Chap 2; AFI 38-201, Chap 2; AFI 38-203, Chap 1

**OBJECTIVE:** Explain the purpose and use of the UPMR. Explain the difference between the UMD and the UPMR. Explain the different categories of information contained on the UPMR. Review your workcenter's UPMR to ensure it matches the UMD and personnel are aligned in appropriate position numbers considering skill level, grade, and AFSC. Explain the local procedures for and demonstrate the ability to initiate personnel action (i.e., PC III) changes to the UPMR as specified by the trainer. **Does not apply to ANG and AFRC.**

*Work Project: Update UPMR.*

- 2.6    **TASK:**        *Assign Position Numbers*  
      **JQS:**         2.6  
      **TR:**         AFI 13-204, Chap 2; AFI 38-201, Chap 2

**OBJECTIVE:** Using the UMD and the UPMR correctly, assign personnel to the authorized position number according to rank, skill level, and AFSC. With minimal assistance, demonstrate the ability to initiate personnel action (PC III) changes as specified by the trainer. **Does not apply to ANG and AFRC.**

- 2.7    **TASK:**        *Review and Apply for SEI*  
      **JQS:**         2.7  
      **TR:**         AFI 13-203, Chap 2; AFI 13-204, Chap 2; AFI 36-2101; Chap 8  
                      AFMAN 36-2108, Attach 40

**OBJECTIVE:** Explain procedures and approval authority for applying for SEI. Demonstrate the ability to review personnel documents for current SEI and initiate personnel action (i.e., PC III, AF Form 2096, etc.) for update of the SEI.

**Work Project:** *Apply for SEI.*

- 2.8 TASK:** *Describe the process for the selection of Controllers for Automation Specialist Duties*  
**JQS:** 2.8  
**TR:** AFI 13-203, Chap 2; AFMAN 36-2108, Attach 40; AFI 36-2201, Chap 8

**OBJECTIVE:** Without reference, explain required qualifications for selection as an automation specialist. Explain the formal schools that newly assigned ATCSSs must attend. Evaluate facility personnel for potential selection as an automation specialist. Base selections as a minimum on the following:

- Skill Level
- Grade
- Technical abilities
- Certifications/ratings
- Retainability
- Time on Station

- 2.9 TASK:** *Plan and Prepare Workcenter Budget*  
**JQS:** 2.9  
**TR:** AFI 65-601, VI and VII

**OBJECTIVE:** Explain the process for coordinating budget requirements to include who is in the process and what items apply to your facility. Using trainer guidance, submit a budget request to the resource advisor. Some items to consider in the workcenter budget are:

- Equipment
- TDYs (workshops, seminars, Training)
- Supplies
- Facility improvements
- Program maintenance contracts

## SECTION THREE

### ADMINISTRATION

#### 3. ADMINISTRATION

- 3.1 TASK:** *Establish Workcenter Forms Requirements*  
**JQS:** 3.1  
**TR:** AFI 13-203, Chap 3 and 17; CBT-G-10

**OBJECTIVE:** Identify forms required for workcenter operation. Review and update (if required) requirements with the Customer Account Representative (CAR) and Base Operations Publications Account Custodian to ensure proper Air Force and FAA forms are available and received in a timely manner.

- 3.2 TASK:** *Establish Procedures for Workcenter Forms and Logs Usage*  
**JQS:** 3.2  
**TR:** AFI 13-203, Chap 2 and 3; AFMAN 37-138, Chap 1

**OBJECTIVE:** IAW applicable directives, establish/revise procedures outlining proper use, maintenance, and disposition of all required forms and logs. As a minimum, include the following:

- How often forms will be used
- Documentation examples
- Checks for neatness and accuracy
- Automated forms procedures
- Disposition and retention

**Work Project:** *Establish/Revise procedures for forms and logs usage*

- 3.3 TASK:** *Establish Procedures for Review of Workcenter Forms and Logs*  
**JQS:** 3.3  
**TR:** AFI 13-203, Chap 2 and 3

**OBJECTIVE:** IAW applicable directives, establish/revise procedures to review forms and logs. Under direct supervision, review all completed workcenter forms and logs for accuracy, neatness, compliance with LOPs, and unusual events for a period of one month. Document Memos For Record when required and initiate follow-up action when necessary.

**Work Project:** *Establish/Revise procedures to review Workcenter forms and logs*

- 3.4 TASK:** *Ensure Workcenter Publications and Instruction Files are Current*  
**JQS:** 3.4  
**TR:** AFI 13-203, Chap 3; AFMAN 37-123; AFI 37-138; File Plan

**OBJECTIVE:** Explain workcenter publication and instruction file requirements. Evaluate all required workcenter publications and files with the appropriate OPR to ensure accuracy and currency.

- 3.5 TASK:** *Ensure Proper Filing and Disposition of Workcenter Documents and Files*  
**JQS:** 3.5  
**TR:** AFI 13-203, Chap 3; AFMAN 37-123; AFI 37-138; File Plan

**OBJECTIVE:** Review the existing file plan for currency. Explain how to file, the disposition of each file, and what actions are required when the file reaches its disposition point (i.e., destroy, file in archives, etc.). Explain the methods to amend or change the existing file plan. With trainer assistance, inspect all pertinent files for currency and proper filing to ensure critical files are readily available. Demonstrate the ability to locate and maintain official workcenter files. Demonstrate the proper procedures to amend or change the existing file plan.

- 3.6 TASK:** *Submit Reports*  
**JQS:** 3.6  
**TR:** AFI 13-203, Chap 2, 3, and 5; FAAO 1100.145B; Applicable System Manuals

**OBJECTIVE:** Explain all reports that the workcenter must submit to the ATC staff, outside agencies, and higher headquarters. Explain the frequency of reports, when reports must be submitted, required signatures and coordination, where the reports are sent, what must be included in a submitted report, and format of reports (i.e., hard copy, floppy disk, etc.). Identify what forms (paper or automated) must be used to document the reports. Demonstrate the ability to prepare a NCP and NAR report. Using a scenario developed by your trainer, submit an appropriate report for one of the workcenter's automated systems (e.g., STARS, ETVS, DVRS, etc.).

**Work Project:** *Prepare a NCP and NAR report*

- 3.7 TASK:** *Prepare for Base Airfield Operations Board (AOB)*  
**JQS:** 3.7  
**TR:** AFI 13-204, Chap 4

**OBJECTIVE:** Explain the purpose, agenda, and frequency of the base AOB. Review the board agenda and minutes from the last board then discuss with the management team all open agenda items that affect your workcenter operation. Using the agenda of the next board and with trainer assistance, determine if a briefing is necessary for responsible areas and prepare (i.e., develop handouts, slides, etc.) for the board. Under direct supervision, attend the board and brief responsible areas.

**Work Project:** *Prepare Base AOB Preparation Material.*

- 3.8 TASK:        *Manage Workcenter Awards and Decorations Programs***  
**JQS:            3.8**  
**TR:             AFI 36-2803; AFI 36-2805; AFI 36-2807; Local References (e.g., LOPs)**

**OBJECTIVE:** Without reference, explain and give examples of the lowest to highest air traffic control unit and Air Force awards and decorations programs. Using established internal/external controls, identify deserving personnel for recognition. Explain how to track suspenses and ensure accuracy and timeliness of awards.

- 3.9 TASK        *Initiate Corrective Actions and Prepare Replies to Inspections/Reports***  
**JQS:            3.9**  
**TR:             AFI 13-204, Chap 4; AFI 13-218; AFMAN 37-123; AFH 37-137**

**OBJECTIVE:** With minimal assistance from trainer explain AF, MAJCOM, and local quality assurance programs that require initiation of corrective actions and prepared replies/responses. Explain ATSA, AOSE or ATSE observations or problems, and Special Interest Item (SII) resolution instructions to include the initiation of corrective actions and the closure authority. Demonstrate the ability to initiate and track deficient items with follow-up/corrective actions until closed by the appropriate OPR. With trainer assistance and the use of the last ATSA, AOSE or ATSE Report, prepare a response letter IAW AFI 13-218, Attachment 10, identifying corrective actions taken for all problems/SIIs of your workcenter.

**Work Project:** *Prepare ATSA, AOSE, and or ATSE Problem/SII Corrective Actions Response Letter*

- 3.10 TASK        *Develop and Maintain CATCA Continuity Book***  
**JQS             3.10**  
**TR:             AFI 13-203, Chap 2**

**OBJECTIVE:** With trainer assistance, develop/revise/review a continuity book applicable to the duties of CATCA. Consider the following:

- |                                     |   |
|-------------------------------------|---|
| – Appointment letters               | – Duty schedule/recall roster               |
| – Additional duty listing           | – Points of contact                         |
| – Budget information                | – Manpower documents                        |
| – Facility projects and work orders | – Required forms and documentation examples |
| – Waivers                           |   |

**Work Project:** *Develop/Revise/Review CATCA continuity book*



**3.11 TASK:** *Coordinate with FAA and MAJCOM Automation Managers*  
**JQS:** 3.11  
**TR:** AFI 13-203, Chap 2

**OBJECTIVE:** Explain coordination procedures and the appropriate channels (e.g., FAA, MAJCOM, HQ AFFSA, DoD OSF, SCSC, etc.) for coordination of automation issues. Explain mandatory automation issues that require coordination with automation managers.

## SECTION FOUR

### TRAINING

#### 4. Training

- 4.1 **TASK:** *Review and Establish Training Requirements*  
**JQS:** 4.1  
**TR:** AFI 13-203, Chap 2, 10, and 12; AFI 36-2201;  
AFMAN 36-2234; AT-M-01; ATC Training OI

**OBJECTIVE:** Explain the purpose of a training program and the concept of Instructional System Development (ISD). With trainer assistance, identify and establish facility training requirements. Under direct supervision, conduct a 100% coverage task analysis of at least two (2) workcenter automated systems. Set task performance standards to ensure safe and effective mission requirements. Evaluate workcenter task certification time limits for each block in the task certification guides. Demonstrate the ability to identify workcenter training requirements to the CATCT/TSN. Consider ATCSS evaluations, proficiency test results, MAJCOM crossfeeds, special requirements, seasonal conditions, etc. Demonstrate the ability to perform initial evaluations and evaluate individuals for training extensions. Provide recommendations to the CATCT for the approval/denial extensions. Evaluate past performance, mitigating circumstances, and prognosis for success. Ensure documented time has been properly computed. Assess whether documented time should be adjusted due to extenuating circumstances. With trainer assistance, thoroughly review the ATC Training OI for compliance with AFI 13-203. Ensure personnel are certified on new equipment and procedures prior to actual hands on usage.

**Work Project:** *Conduct automated systems task analysis*

- 4.2 **TASK:** *Recommend Personnel for Trainer/Task Certifier Certification*  
**JQS:** 4.2  
**TR:** AFI 13-203, Chap 12 and 17; AFI 36-2201; ATC Training OI

**OBJECTIVE:** Without reference, explain the qualifications, who has appointment authority, who appointment authority can be delegated to, and the process for selection as a trainer and task certifier. Demonstrate the ability to select personnel for trainer and task certifier certification. Consider the following:

- Skill level
- Technical abilities
- Leadership qualities
- Appropriate formal course completion
- Grade
- Communicative skills
- Maturity

**4.3 TASK:** *Prepare for and Attend AOF Training Review Board (TRB)*  
**JQS:** 4.3  
**TR:** AFI 13-204, Chap 4; AFI 36-2201

**OBJECTIVE:** Explain the frequency of meetings, board membership, and minimum agenda items required for the TRB. Using the proposed agenda of the next TRB, discuss with the CATCA all agenda items that affect your facility. Prepare for the briefing (develop handouts, slides, etc.). Under direct supervision, attend the TRB and brief all responsible areas for your facility. With trainer assistance, establish corrective actions for problem/deficient areas of your workcenter (if required) and follow-up until items are closed.

**Work Project:** *TRB Preparation Material*

## TRAINING COMPLETION SURVEY

**TRAINER/TRAINEE:** Please complete the following survey. Circle the appropriate number and list any errors in as much detail as possible. Describe product improvement suggestions in a clear and logical order. Thank you for your time and interest. In the space provided, indicate your preference by placing the number corresponding to the following scale. Leave inapplicable items blank.

### TRAINEE

#### 1. Training Material

a. The objectives were easy to understand.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

b. The instructions were easy to understand.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

c. The knowledge evaluation questions reinforced the objective statement.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

d. This is a high quality training package.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

#### 2. Training Material Presentation

a. The material was easy to read and presented in a logical sequence.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

#### 3. In my opinion

a. The AT-M-07 helped me stay current with training issues.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

b. This training package accurately reflects my job requirements.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

c. This package will help me be proficient in my career field.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

d. After completing this package, I can do my job better.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

## **TRAINER**

### **1. Training Material**

a. Instructions in the training package were clear and concise.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

b. The objectives in this package were clear and attainable.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

c. I have all the training references listed for this package.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

d. The figures, diagrams, and flow charts helped student understanding.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

e. The knowledge evaluation questions measured the attainment of the objective.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

### **2. In my opinion**

a. This training package accurately reflects trainee job requirements.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

b. This package helped make trainees proficient in their career field.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

c. The AFFSA web page helps me stay current with training issues.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

d. After completing this package, trainees can do their job better.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

e. QTP meet training needs.

1. *STRONGLY AGREE*      2. *AGREE*      3. *UNCERTAIN*      4. *DISAGREE*      5. *STRONGLY DISAGREE*

3. In general

a. How do you receive our products?

\_\_\_\_\_ Web Page  
\_\_\_\_\_ Other (Specify)

b. Which method of delivery do you prefer?

\_\_\_\_\_ Web-based  
\_\_\_\_\_ CD-ROM

**OTHER COMMENTS OR SUGGESTIONS FOR IMPROVEMENT:**

Please complete the above information and send to

HQ AFFSA/XAOT  
1535 COMMAND DRIVE, SUITE D-306  
ANDREWS AFB, MD 20762-7002

You can also e-mail the information to us at [AFFSA.XAOT@andrews.af.mil](mailto:AFFSA.XAOT@andrews.af.mil).

TRAINEE'S NAME (Last, First, MI):	INITIALS:	SSAN:(Last Four)
TRAINERS (Printed Name)	INITIALS:	DATE:

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
		<b>CHIEF, AIR TRAFFIC CONTROL AUTOMATION</b>					
		<b>1. WORK CENTER OPERATIONS</b>					
<input checked="" type="checkbox"/>	1.1	Define CATCA/ACATCA Qualifications and Responsibilities TR: AFI 13-203, Chap 2; AFMAN 36-2108, Attachments 7 and 49					
<input checked="" type="checkbox"/>	1.2	Establish Workcenter Equipment Checks and Monitoring Procedures TR: AFI 13-203, Chap 5; Applicable System Operating Manuals/NAS-MDs					
<input checked="" type="checkbox"/>	1.3	Establish Procedures for Continuous Data Recording Operations TR: AFI 13-203, Chap 2 and 3; AFI 13-204, Chap 4; Applicable System Operator Manuals/NAS-MDs					
<input checked="" type="checkbox"/>	1.4	Establish Workcenter Operating Requirements and Instructions TR: AFI 13-203, Chaps 1 and 10; AFI 33-360 V1, Chap 3					
<input checked="" type="checkbox"/>	1.5	Validate and Prepare Waiver Requests TR: AFI 13-203, Chap 1					
<input checked="" type="checkbox"/>	1.6	Plan and Coordinate Workcenter Exercise Support TR: AFI 13-203, Chap 8					
<input checked="" type="checkbox"/>	1.7	Develop Workcenter Checklists TR: AFI 13-203, Chap 2; Applicable System Operating Manuals/NAS-MDs					
<input checked="" type="checkbox"/>	1.8	Develop Workcenter Ready Reference File(s) TR: AFI-13-203, Chap 2					
TRAINEE NAME				CFETP/JQS NUMBER <b>AT-M-07</b>		PAGE NO 1	



JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
<input checked="" type="checkbox"/>	1.9	Develop Procedures for Security of Workcenter TR: AFI 13-203, Chap 1 & 2; Local Security Manuals					
<input checked="" type="checkbox"/>	1.10	Implement Security Procedures for Automated ATC Systems TR: AFI 13-203, Chap 2; Applicable Version Description Document; Applicable System Operators Manual					
<input checked="" type="checkbox"/>	1.11	Develop and Implement Temporary Instructions For the Workcenter TR: AFI 13-204, Chap 4; AFI 33-360 V1, Chap 3					
<input checked="" type="checkbox"/>	1.12	Describe HATR/Mishap/Hazard Report Actions For the Workcenter TR: AFI 13-203, Chap 3; AFI 13-204, Chap 4; AFI 91-202, Chaps 4 and 5; AFI 91-204, Chap 1					
		<b>2. PERSONNEL MANAGEMENT</b>					
<input checked="" type="checkbox"/>	2.1	Plan and Develop a Workcenter Duty Schedule TR: AFI 13-203, Chap 2					
<input checked="" type="checkbox"/>	2.2	Ensure Automation Specialist Proficiency TR: AFI 13-203, Chap 2 and 12					
<input type="checkbox"/>	2.3	Evaluate Workcenter Manpower Standard TR: AFI 13-204, Chap 2; AFMS 13E1; AFI 38-201, Chap 2; AFI 38-203, Chap 1					
<input type="checkbox"/>	2.4	Review/Update Unit Manpower Document (UMD) TR: AFI 13-204, Chap 2; AFMS 13E1; AFI 38-201, Chap 2; AFI 38-203, Chap 1; AFI 38-204, Chap 1					
<input type="checkbox"/>	2.5	Review and Update Unit Personnel Management Roster (UPMR) TR: AFI 13-204, Chap 2; AFI 38-201, Chap 2; AFI 38-203, Chap 1					
TRAINEE NAME				CFETP/JQS NUMBER AT-M-07		PAGE NO 2	

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
<input type="checkbox"/>	2.6	Assign Position Numbers TR: AFI 13-204, Chap 2; AFI 38-201, Chap 2					
<input checked="" type="checkbox"/>	2.7	Review and Apply for SEI TR: AFI 13-203, Chap 2; AFI 13-204, Chap 2; AFI 36-2101, Chap 8; AFMAN 36-2108, Attach 40					
<input checked="" type="checkbox"/>	2.8	Describe the process for the selection of Controllers for Automation Specialist Duties TR: AFI 13-203, Chap 2; AFMAN 36-2108, Attach 40; AFI 36-2201, Chap 8					
<input checked="" type="checkbox"/>	2.9	Plan and Prepare Workcenter Budget					
		<b>3. ADMINISTRATION</b>					
<input checked="" type="checkbox"/>	3.1	Establish Workcenter Forms Requirements TR: AFI 13-203, Chap 3 and 17; CBT-G-10					
<input checked="" type="checkbox"/>	3.2	Establish Procedures for Workcenter Forms and Logs Usage TR: AFI 13-203, Chap 2 and 3; AFMAN 37-138, Chap 1					
<input checked="" type="checkbox"/>	3.3	Establish Procedures for Review of Workcenter Forms and Logs TR: AFI 13-203, Chap 2 and 3					
<input checked="" type="checkbox"/>	3.4	Ensure Workcenter Publications and Instruction Files are Current TR: AFI 13-203, Chap 3; AFMAN 37-123; AFI 37-138; File Plan					
<input checked="" type="checkbox"/>	3.5	Ensure Proper Filing and Disposition of Workcenter Documents and Files TR: AFI 13-203, Chap 3; AFMAN 37-123; AFI 37-138; File Plan					
TRAINEE NAME				CFETP/JQS NUMBER AT-M-07		PAGE NO 3	

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JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
<input checked="" type="checkbox"/>	3.6	Summit Reports TR: AFI 13-203, Chap 2, 3, and 5; FAAO 1100.145B; NAS MD-001					
<input checked="" type="checkbox"/>	3.7	Prepare for Base Airfield Operations Board (AOB) TR: AFI 13-204, Chap 4					
<input checked="" type="checkbox"/>	3.8	Manage Workcenter Awards and Decorations Programs TR: AFI 36-2803; AFI 36-2805; AFI 36-2807					
<input checked="" type="checkbox"/>	3.9	Initiate Corrective Actions and Prepare Replies to Inspections/Reports TR: AFI 13-204, Chap 4; AFI 13-218; AFMAN 37-123; AFH 37-137					
<input checked="" type="checkbox"/>	3.10	Develop and Maintain CATCA Continuity Book TR: AFI 13-203, Chap 2					
<input checked="" type="checkbox"/>	3.11	Coordinate with FAA and MAJCOM Automation Managers TR: AFI 13-203, Chap 2					
		<b>4. TRAINING</b>					
<input checked="" type="checkbox"/>	4.1	Review and Establish Training Requirements TR: AFI 13-203, Chap 2, 10, and 12; AFI 36-2201; AFMAN 36-2234; AT-M-01; ATC Training OI					
<input checked="" type="checkbox"/>	4.2	Recommend Personnel for Trainer/Task Certifier Certification TR: AFI 13-203, Chap 12 and 17; AFI 36-2201; ATC Training OI					
<input checked="" type="checkbox"/>	4.3	Prepare for and Attend AOF Training Review Board (TRB) TR: AFI 13-204, Chap 4; AFI 36-2201					
TRAINEE NAME				CFETP/JQS NUMBER AT-M-07		PAGE NO 4	

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